INVITATION TO BID

BID REFERENCE NUMBER: E 1382

REQUEST FOR PROPOSAL TO APPOINT A TRAVEL MANAGEMENT COMPANY/S TO PROVIDE DEA WITH A COMPREHENSIVE TRAVEL SERVICE FOR THE PERIOD OF 36 MONTHS WITH AN OPTION TO RENEW FOR ANOTHER 12 MONTHS

Contact person:
Name: Mr Ayanda Nodada
Office Telephone No: (012) 399 8564
E-MAIL: anodada@environment.gov.za

NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) REGISTRATION INFORMATION

<table>
<thead>
<tr>
<th>Company name</th>
<th>Supplier registration number</th>
<th>Unique reference number</th>
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Main contractor

Sub-contracted/ joint venture comp 1

Sub-contracted/ joint venture comp 2

A COMPULSORY BRIEFING SESSION WILL BE HELD AS FOLLOWS;

DATE: 31 March 2017
TIME: 10:00 (REPORT AT THE RECEPTION 15 MINUTES PRIOR)
VENUE: Department of Environmental Affairs; The Environment House, 473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane

CLOSING DATE OF THE BID: 07 April 2017 AT 11H00
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS

BID NUMBER: E 1382 CLOSING DATE: 07-04-2017 CLOSING TIME: 11:00

DESCRIPTION: REQUEST FOR PROPOSAL TO APPOINT A TRAVEL MANAGEMENT COMPANY/S TO PROVIDE DEA WITH A COMPREHENSIVE TRAVEL SERVICE FOR THE PERIOD OF 36 MONTHS WITH AN OPTION TO RENEW FOR ANOTHER 12 MONTHS

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS SHOULD BE DEPOSITED IN THE BID BOX SITUATED AT: Department of Environmental Affairs; The Environment House, 473 Steve Biko Road; Cnr Soutpansberg and Steve Biko Road, Arcadia Pretoria /Tshwane

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

NB: TWO BID PROPOSALS MUST BE SUBMITTED, CLEARLY MARKED: ORIGINAL AND COPY

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER ……………………………………………………………………………………………………………………………………………

POSTAL ADDRESS ……………………………………………………………………………………………………………………………………………

STREET ADDRESS ……………………………………………………………………………………………………………………………………………

TELEPHONE NUMBER CODE……………NUMBER………………………………………………………………………………………………

CELLPHONE NUMBER ……………………………………………………………………………………………………………………………………………

FACSIMILE NUMBER CODE ………..NUMBER………………………………………………………………………………………………

E-MAIL ADDRESS ……………………………………………………………………………………………………………………………………………

VAT REGISTRATION NUMBER ……………………………………………………………………………………………………………………………………………

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2) YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1) YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)…………………………………………………………... □

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR………………………………… □

A REGISTERED AUDITOR …………………………………………………………………………………………………………………………………………… □

[TICK APPLICABLE BOX]
(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? 

YES or NO 

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER ........................................................................................................................................

DATE ..........................................................................................................................................................

CAPACITY UNDER WHICH THIS BID IS SIGNED ..................................................................................................

______________________________________________________________

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Environmental Affairs

Contact Person: Mr Samuel Mofokeng / Mr Renold Mokoena

Tel: (012) 399 9057 or (012) 399 9055

E-mail: SMofokeng@environment.gov.za or RMokoena@environment.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact person:
Name: Mr Ayanda Nodada
Office Telephone No: (012) 399 8564
E-MAIL: anodada@environment.gov.za
TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

1. In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2. SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website www.sars.gov.za.

6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.
DESCRIPTION: REQUEST FOR PROPOSAL TO APPOINT A TRAVEL MANAGEMENT COMPANY/S TO PROVIDE DEA WITH A COMPREHENSIVE TRAVEL SERVICE FOR THE PERIOD OF 36 MONTHS WITH AN OPTION TO RENEW FOR ANOTHER 12 MONTHS

1. The accompanying information must be used for the formulation of proposals.

2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

<table>
<thead>
<tr>
<th>HOURLY RATE</th>
<th>DAILY RATE</th>
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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

<table>
<thead>
<tr>
<th>PHASES</th>
<th>COST PER PHASE</th>
<th>MAN-DAYS</th>
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5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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TOTAL: R.

**“all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.**
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or

- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative: .................................................................

2.2 Identity Number: ..................................................................................................................

2.3 Position occupied in the Company (director, trustee, shareholder², member):
.................................................................

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
.................................................................

2.5 Tax Reference Number: ......................................................................................................

2.6 VAT Registration Number: ..................................................................................................

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity;
(c) provincial legislature;
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.
2.7 Are you or any person connected with the bidder presently employed by the state?  
YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:  
Name of state institution at which you or the person connected to the bidder is employed:  
Position occupied in the state institution:  
Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?  
YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?  
YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?  
YES / NO

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?  
YES / NO

2.9.1 If so, furnish particulars.
2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
<th>Personal Income Tax Reference Number</th>
<th>State Employee Number / Personal Number</th>
</tr>
</thead>
<tbody>
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</table>
4 DECLARATION

I, THE UNDERSIGNED (NAME)……………………………………………………………………………………………………

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

...........................................       ........................................................
Signature                           Date

...........................................       ........................................................
Position                           Name of bidder

November 2011
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed R1 000 000 (all applicable taxes included) and therefore the 90/10 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

(a) Price; and
(b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.1.1 PRICE</td>
</tr>
<tr>
<td>90..................</td>
</tr>
<tr>
<td>1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION</td>
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<tr>
<td>10..............</td>
</tr>
</tbody>
</table>

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
2. DEFINITIONS

2.1 “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

2.8 “contract” means the agreement that results from the acceptance of a bid by an organ of state;

2.9 “EME” means any enterprise with an annual total revenue of R5 million or less.

2.10 “Firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

2.11 “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

2.12 “non-firm prices” means all prices other than “firm” prices;

2.13 “person” includes a juristic person;

2.14 “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

2.15 “sub-contract” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;

2.16 “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
2.17 “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and

2.18 “trustee” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

3.1 The bidder obtaining the highest number of total points will be awarded the contract.

3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

3.3 Points scored must be rounded off to the nearest 2 decimal places.

3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

\[
Ps = 80 \left( 1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

\[
Ps = \text{Points scored for comparative price of bid under consideration}
\]

\[
Pt = \text{Comparative price of bid under consideration}
\]

\[
P_{\text{min}} = \text{Comparative price of lowest acceptable bid}
\]

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:
<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
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<tbody>
<tr>
<td>1</td>
<td>10</td>
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<td>2</td>
<td>9</td>
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<td>7</td>
<td>2</td>
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<td>8</td>
<td>1</td>
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<tr>
<td>Non-compliant contributor</td>
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</table>

5.2  Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

5.3  Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

5.4  A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

5.5  A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6  Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7  A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8  A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
6. **BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. **B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution:  

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 **SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted?  YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?  

(ii) the name of the sub-contractor?  

(iii) the B-BBEE status level of the sub-contractor?  

(iv) whether the sub-contractor is an EME?  YES / NO (delete which is not applicable)

9 **DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm  

9.2 VAT registration number  

9.3 Company registration number  

9.4 **TYPE OF COMPANY/ FIRM**

- [ ] Partnership/Joint Venture / Consortium
- [ ] One person business/sole propriety
- [ ] Close corporation
- [ ] Company
- [ ] (Pty) Limited

[Check applicable box]

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

9.6 **COMPANY CLASSIFICATION**

- [ ] Manufacturer
- [ ] Supplier
- [ ] Professional service provider
Other service providers, e.g. transporter, etc.  

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?  

……………………………………

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

(i) The information furnished is true and correct;

(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

(a) disqualify the person from the bidding process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution

WITNESSES:

1. ………………………………………

……………………………………

SIGNATURE(S) OF BIDDER(S)

2. ………………………………………

DATE:………………………………..  
ADDRESS:…………………………..

……………………………………..  
……………………………………..
DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   a. abused the institution’s supply chain management system;
   b. committed fraud or any other improper conduct in relation to such system; or
   c. failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? <em>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the aud i alteram partem rule was applied).</em></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.1.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <em>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</em></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.2.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.3.1</td>
<td>If so, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)……………………………………………………..
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.................................................. ..................................................
Signature Date

.................................................. ..................................................
Position Name of Bidder

Js365bW
CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
   a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
   b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

________________________________________________________________________

(Bid Number and Description)

in response to the invitation for the bid made by:

______________________________________________________________________________

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:__________________________________________________________that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;
(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b) geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

...................................................... ......................................................
Signature  Date

...................................................... ......................................................
Position  Name of Bidder
Request for Proposal to appoint a travel management company/s to provide DEA with a comprehensive travel service for the period of 36 months with an option to renew for another 12 months

[BID: E1382]
Date Issued: 24 March 2017
Closing date and time: 07 April 2017 at 11:00
Bid Validity Period: [120 days]

Compulsory Briefing session
Date: 31 March 2017
Time: 11h00
Venue: Department of Environmental Affairs, Environment House, 473 Steve Biko, Corner Soutpansberg and Steve Biko Road, Arcadia Pretoria, please enquire at Reception Desk

TENDER BOX ADDRESS:
Department of Environmental Affairs, Environment House, 473 Steve Biko, Corner Soutpansberg and Steve Biko Road, Arcadia Pretoria, please enquire at Reception Desk
1. **INTRODUCTION**

The Department of Environmental Affairs is uniquely placed to contribute to a prosperous and equitable society living in harmony with our natural resources.

The Department of Environmental Affairs’s mandate is to create a prosperous and equitable society that lives in harmony with our environment.

2. **PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)**

The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidder(s) for the provision of travel management services to DEA.

This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by DEA for the provision of travel management services to DEA.

This RFP does not constitute an offer to do business with DEA, but merely serves as an invitation to bidder(s) to facilitate a requirements-based decision process.

3. **DEFINITIONS**

**Accommodation** means the rental of lodging facilities while away from one’s place of abode on authorized official duty.

**After-hours service** refers to an enquiry or travel request that is actioned after normal working hours, i.e. 17h00 to 8h00 on Mondays to Fridays and twenty-four (24) hours on weekends and public holidays.

**Air travel** means travel by airline on authorized official business.

**Authorising Official** means the employee who has been delegated to authorise travel in respect of travel requests and expenses, e.g. line manager of the traveller.

**Car Rental** means the rental of a vehicle for a short period of time by a Traveller for official purposes.

**Department** means the organ of state, Department or Public Entity that requires the provision of travel management services.
Domestic travel means travel within the borders of the Republic of South Africa.

Emergency service means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from the original planned trip.

gCommerce refers to the Government’s buy-site for transversal contracts.

International travel refers to travel outside the borders of the Republic of South Africa.

Lodge Card is a credit card which is specifically designed purely for business travel expenditure. There is typically one credit card number which is “lodged” with the TMC to which all expenditure is charged.

Management Fee is the fixed negotiated fee payable to the Travel Management Company (TMC) in monthly instalments for the delivery of travel management services, excluding any indirect service fee not included in the management fee structure (visa, refund, frequent flyer tickets etc).

Merchant Fees are fees charged by the lodge card company at the point of sale for bill back charges for ground arrangements.

Quality Management System means a collection of business processes focused on consistently meeting customer requirements and enhancing their satisfaction. It is expressed as the organizational structure, policies, procedures, processes and resources needed to implement quality management.

Regional travel means travel across the border of South Africa to any of the SADC Countries, namely; Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.

Service Level Agreement (SLA) is a contract between the TMC and Government that defines the level of service expected from the TMC.

Shuttle Service means the service offered to transfer a Traveller from one point to another, for example from place of work to the airport.
Third party fees are fees payable to third party service providers that provides travel related services on an ad hoc basis that is not directly provided by the TMC. These fees include visa fees and courier fees.

Transaction Fee means the fixed negotiated fee charged for each specific service type e.g. international air ticket, charged per type per transaction per traveller.

Traveller refers to a Government official, consultant or contractor travelling on official business on behalf of Government.

Travel Authorisation is the official form utilised by Government reflecting the detail and order number of the trip that is approved by the relevant authorising official or any other electronic process.

Travel Booker is the person coordinating travel reservations with the Travel Management Company (TMC) consultant on behalf of the Traveller, e.g. the administrative support within a component of the traveller.

Travel Management Company or TMC refers to the Company contracted to provide travel management services (Travel Agents).

Travel Voucher means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

Value Added Services are services that enhance or complement the general travel management services e.g. Rules and procedures of the airports.

VAT means Value Added Tax.

VIP or Executive Service means the specialised and personalised travel management services to selected employees of Government by a dedicated consultant to ensure a seamless travel experience.

4. LEGISLATIVE FRAMEWORK OF THE BID

4.1. Tax Legislation

4.1.1. Bidder(s) must be compliant when submitting a proposal to DEA and remain compliant for the entire contract term with all applicable tax legislation, including but

4.1.2. It is a condition of this bid that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder’s tax obligations.

4.1.3. The Tax Compliance status requirements are also applicable to foreign bidders / individuals who wish to submit bids.

4.1.4. It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder’s tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

4.1.5. Bidders are required to be registered on the Central Supplier Database and the National Treasury shall verify the bidder’s tax compliance status through the Central Supplier Database.

4.1.6. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

4.2. **Procurement Legislation**

DEA has a detailed evaluation methodology premised on Treasury Regulation 16A3 promulgated under Section 76 of the Public Finance Management Act, 1999 (Act, No. 1 of 1999), the Preferential Procurement Policy Framework Act 2000 (Act, No.5 of 2000) and the Broad-Based Black Economic Empowerment Act, 2003 (Act, No. 53 of 2003).

4.3. **Technical Legislation and/or Standards**

Bidder(s) should be cognisant of the legislation and/or standards specifically applicable to the services.

5. **TIMELINE OF THE BID PROCESS**
The period of validity of tender and the withdrawal of offers, after the closing date and time is 120 days. The project timeframes of this bid are set out below:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement of bid on Government e-tender portal / print media / Tender Bulletin</td>
<td>24 March 2017</td>
</tr>
<tr>
<td>compulsory briefing and clarification session</td>
<td>31 March 2017 at 10:00</td>
</tr>
<tr>
<td>Questions relating to bid from bidder(s)</td>
<td>03 April 2017</td>
</tr>
<tr>
<td>Bid closing date</td>
<td>07 April 2017 at 11:00</td>
</tr>
<tr>
<td>Notice to bidder(s)</td>
<td>Department of Environmental Affairs will endeavour to inform bidders of the progress until conclusion of the tender.</td>
</tr>
</tbody>
</table>

All dates and times in this bid are South African standard time.

Any time or date in this bid is subject to change at DEA’s discretion. The establishment of a time or date in this bid does not create an obligation on the part of DEA to take any action, or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if DEA extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

6. **CONTACT AND COMMUNICATION**

6.1. A nominated official of the bidder(s) can make enquiries in writing, to the specified person, Mr Ayanda Nodada via email anodada@environment.gov.za and/or 012 3998564. Bidder(s) must reduce all telephonic enquiries to writing and send to the above email address.
6.2. The delegated office of DEA may communicate with Bidder(s) where clarity is sought in the bid proposal.

6.3. Any communication to an official or a person acting in an advisory capacity for DEA in respect of the bid between the closing date and the award of the bid by the Bidder(s) is discouraged.

6.4. All communication between the Bidder(s) and DEA must be done in writing.

6.5. Whilst all due care has been taken in connection with the preparation of this bid, DEA makes no representations or warranties that the content of the bid or any information communicated to or provided to Bidder(s) during the bidding process is, or will be, accurate, current or complete. DEA, and its employees and advisors will not be liable with respect to any information communicated which may not accurate, current or complete.

6.6. If Bidder(s) finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this bid or any other information provided by DEA (other than minor clerical matters), the Bidder(s) must promptly notify DEA in writing of such discrepancy, ambiguity, error or inconsistency in order to afford DEA an opportunity to consider what corrective action is necessary (if any).

6.7. Any actual discrepancy, ambiguity, error or inconsistency in the bid or any other information provided by DEA will, if possible, be corrected and provided to all Bidder(s) without attribution to the Bidder(s) who provided the written notice.

6.8. All persons (including Bidder(s)) obtaining or receiving the bid and any other information in connection with the Bid or the Tendering process must keep the contents of the Bid and other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this Bid.
7. **LATE BIDS**

Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where practicable, be returned unopened to the Bidder(s).

8. **COUNTER CONDITIONS**

Bidders’ attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by Bidders or qualifying any Bid Conditions will result in the invalidation of such bids.

9. **FRONTING**

9.1. Government supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the Government condemn any form of fronting.

9.2. The Government, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry / investigation, the onus will be on the Bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the Bidder /contractor to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies DEA may have against the Bidder / contractor concerned.

10. **SUPPLIER DUE DILIGENCE**
DEA reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

11. SUBMISSION OF PROPOSALS

11.1. Bid documents may be placed in the tender box OR couriered to the aforesaid address on or before the closing date and time at Department of Environmental Affairs, Environment House, 473 Steve Biko, Corner Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Please enquire at Reception Desk or visit our website: documents will only be considered if received by DEA before the closing date and time, regardless of the method used to send or deliver such documents to DEA.

11.2. The bidder(s) are required to submit two (2) copies of each file (one (1) original and one (1) duplicate) and one (1) CD/flash-drive with content of each file by the 07 April 2017 at 11:00. Each file and CD/flash-drive must be marked correctly and sealed separately for ease of reference during the evaluation process. Furthermore, the file and information in the CD/flash drive must be labelled and submitted in the following format:

<table>
<thead>
<tr>
<th>FILE 1 (TECHNICAL FILE)</th>
<th>FILE 2 (PRICE &amp; BBBEE)</th>
</tr>
</thead>
</table>
| Exhibit 1: Pre-qualification documents  
(Refer to Section 17.1 - Gate 0: Pre-qualification Criteria (Table 1))                                                                                                    | Exhibit 1: Pricing Schedule  
(Refer to Section 16 – Pricing Model and Annexure A3 – Pricing Submission)                                                                                     |
| Exhibit 2:  
- Technical Responses and Bidder Compliance Checklist for Technical Evaluation  
- Supporting documents for technical responses.  
(Refer to Section 17.2 - Gate 1: Technical Evaluation Criteria and |                                                                                                                                                      |
11.3. Bidders are requested to initial each page of the tender document on the top right hand corner.

12. PRESENTATION / DEMONSTRATION

DEA reserves the right to request presentations/demonstrations from the short-listed Bidders as part of the bid evaluation process.

13. DURATION OF THE CONTRACT

The successful bidder will be appointed for a period of 36 (thirty six) months with an option to renew in DEA’s sole discretion for an additional 12 (twelve) months on the same terms and conditions unless the parties agree otherwise.

14. SCOPE OF WORK

14.1. Background

DEA currently uses Travellinck, XL Nexus and Travel With Flair to manage the travel requisition and travel expense processes within the travel management lifecycle. For XL Nexus Travel and Travel With Flair, the travel requisition process is currently a semi-automated
process. The travel requisition is manually captured on forms that go through a manual authorisation approval procedure and are then forwarded to the DEA travel co-ordinator. For Travellinck, travel requests are done online, the requester sources quotations online and approval is granted online. The DEA travel co-ordinator captures the requisition into XYZ which goes through an approval workflow process and then through to the travel management company for travel booking.

DEA’s primary objective in issuing this RFP is to enter into an agreement with a successful bidder(s) who will achieve the following:

a) Provide DEA with the travel management services that are consistent and reliable and will maintain a high level of traveller satisfaction in line with the service levels;

b) Achieve significant cost savings for DEA without any degradation in the services;

c) Appropriately contain DEA’s risk and traveller risk.

14.2. Travel Volumes

The current DEA total volumes per annum include air travel, accommodation, car hire, forex, conference, etc. The table below details the number of transactions for the financial year 2015/2016 as follows:

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Estimated Number of Transactions per annum</th>
<th>Estimated Expenditure per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air travel – Domestic</td>
<td>14000</td>
<td>R50000000</td>
</tr>
<tr>
<td>Air Travel - Regional &amp; International</td>
<td>1300</td>
<td>R24000000</td>
</tr>
<tr>
<td>Car Rental – Domestic</td>
<td>6000</td>
<td>R12000000</td>
</tr>
<tr>
<td>Car Rental - Regional &amp; International</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shuttle Services - Domestic</td>
<td>6000</td>
<td>R70000000</td>
</tr>
<tr>
<td>Accommodation - Domestic</td>
<td>13000</td>
<td>R31000000</td>
</tr>
<tr>
<td>Accommodation - Regional &amp; International</td>
<td>500</td>
<td>R90000000</td>
</tr>
<tr>
<td>Transfers - Regional &amp; International</td>
<td>1000</td>
<td>R20000000</td>
</tr>
<tr>
<td>Bus/Coach bookings</td>
<td>60</td>
<td>R6000000</td>
</tr>
</tbody>
</table>
### Service Category

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Estimated Number of Transactions per annum</th>
<th>Estimated Expenditure per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train - Regional &amp; International</td>
<td>12</td>
<td>R35000</td>
</tr>
<tr>
<td>Conferences/Events</td>
<td>115</td>
<td>R13000000</td>
</tr>
<tr>
<td>After Hours</td>
<td>750</td>
<td>R75000</td>
</tr>
<tr>
<td>Parking</td>
<td>439</td>
<td>R13200</td>
</tr>
<tr>
<td>Insurance</td>
<td>620</td>
<td>R270000</td>
</tr>
<tr>
<td>Forex</td>
<td>20</td>
<td>R165000</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td><strong>R149 158 200</strong></td>
</tr>
</tbody>
</table>

Note: These figures are projections based on the current trends and they may change during the tenure of the contract. The figures are meant for illustration purposes to assist the bidders to prepare their proposal.

14.3. **Service Requirements**

14.3.1. **General**

The successful bidder will be required to provide travel management services. Deliverables under this section include without limitation, the following:

a. The travel services will be provided to all Travellers travelling on behalf of DEA, locally and internationally. This will include employees and contractors, consultants and clients where the agreement is that DEA is responsible for the arrangement and cost of travel.

b. Provide travel management services during normal office hours (Monday to Friday 8h00 – 17h00) and provide after-hours and emergency services as stipulated in paragraph 15.3.6.

c. Familiarisation with the current DEA travel business processes.
d. Familiarisation with the current travel suppliers and negotiated agreements that are in place between DEA and third parties. Assist with further negotiations for better deals with travel service providers.

e. Familiarisation with the current DEA Travel Policy and implementation of controls to ensure compliance.

f. Penalties incurred as a result of the inefficiency or fault of a travel consultant will be for the TMC’s account, subject to the outcome of a formal dispute process.

g. Provide a facility for DEA to update their travellers’ profiles.

h. Manage the third party service providers by addressing service failures and complaints against these service providers.

i. Consolidate all invoices from travel suppliers (and from Travel Lodge Companies).

j. Provide a detailed transition plan for implementing the service without service interruptions and engage with the incumbent service provider to ensure a smooth transition.

k. Provide reference letters from at least three (3) contactable existing/recent clients (within past 3 years) which are of a similar size to DEA.

14.3.2. **Reservations**

The Travel Management Company will:

a. Receive travel requests from travellers and/or travel bookers, respond with quotations (confirmations) and availability. Upon the receipt of the relevant approval, the TMC will issue the required e-tickets and vouchers immediately and send it to the travel booker and traveller via the agreed communication medium.

b. always endeavour to make the most cost effective travel arrangements based on the request from the traveller and/or travel booker.

c. apprise themselves of all travel requirements for destinations to which travellers will be travelling and advise the Traveller of alternative plans that are more cost effective and more convenient where necessary.
d. obtain a minimum of three (3) price comparisons for all travel requests where the routing or destination permits.

e. book the negotiated discounted fares and rates where possible.

f. must keep abreast of carrier schedule changes as well as all other alterations and new conditions affecting travel and make appropriate adjustments for any changes in flight schedules prior to or during the traveller’s official trip. When necessary, e-tickets and billing shall be modified and reissued to reflect these changes.

g. book parking facilities at the airports where required for the duration of the travel.

h. respond timely and process all queries, requests, changes and cancellations timeously and accurately.

i. Must be able to facilitate group bookings (e.g. for meetings, conferences, events, etc.)

j. must issue all necessary travel documents, itineraries and vouchers timeously to traveller(s) prior to departure dates and times (sms, emails etc).

k. advise the Traveller of all visa and inoculation requirements well in advance.

l. assist with the arrangement of foreign currency and the issuing of travel insurance for international trips where required.

m. facilitate any reservations that are not bookable on the Global Distribution System (GDS).

n. facilitate the bookings that are generated through their own or third party Online Booking Tool (OBT) where it can be implemented.

o. note that, unless otherwise stated, all cases include domestic, regional and international travel bookings.

p. Visa applications will not be the responsibility of the TMC; however the relevant information must be supplied to the traveller(s) where visas will be required.

q. Negotiated airline fares, accommodation establishment rates, car rental rates, etc, that are negotiated directly or established by National Treasury or by DEA are non-
commissionable, where commissions are earned for DEA bookings all these commissions should be returned to DEA on a quarterly basis.

r. Ensure confidentiality in respect of all travel arrangements and concerning all persons requested by DEA.

s. Timeous submission of proof that services have been satisfactorily delivered (invoices) as per DEA’s instructions.

14.3.3. Air Travel

a. The TMC must be able to book full service carriers as well as low cost carriers.

b. The TMC will book the most cost effective airfares possible for domestic travel.

c. For international flights, the airline which provides the most cost effective and practical routings may be used.

d. The TMC should obtain three or more price comparisons where applicable to present the most cost effective and practical routing to the Traveller.

e. The airline ticket should include the applicable airline agreement number as well as the individual loyalty program number of the Traveller (if applicable).

f. Airline tickets must be delivered electronically (SMS and/or email format) to the traveller(s) and travel bookers promptly after the booking is confirmed and before the departure date and times.

g. The TMC will also assist with the booking of charters for VIPs utilising the existing transversal term contract where applicable as well as the sourcing of alternative service providers for other charter requirements.

h. The TMC will be responsible for the tracking and management of unused e-tickets as per agreement with the institution and provide a report on refund management once a quarter.

i. The TMC must during their report period provide proof that bookings were made against the discounted rates on the published fairs where applicable.
j. Ensure that travellers are always informed of any travel news regarding airlines (like baggage policies, checking in arrangements, etc.)

k. Assist with lounge access if and when required.

14.3.4. **Accommodation**

a. The TMC will obtain price comparisons within the maximum allowable rate matrix as per the cost containment instruction of the National Treasury.

b. The TMC will obtain three price comparisons from accommodation establishments that provide the best available rate within the maximum allowable rate and that is located as close as possible to the venue or office or location or destination of the traveller.

c. This includes planning, booking, confirming and amending of accommodation with any establishment (hotel group, private hotel, guest house/National and Provincial Conservation Agencies/Facilities or Bed & Breakfast) in accordance with DEA’s travel policy.

d. DEA travellers may only stay at accommodation establishments with which DEA has negotiated corporate rates. Should there be no rate agreement in place in the destination, or should the contracted establishment be unable to accommodate the traveller, the TMC will source suitable accommodation bearing in mind the requirement of convenience for the traveller and conformation with acceptable costs, or as stipulated in written directives issued from time to time by the National treasury or DEA.

e. Accommodation vouchers must be issued to all DEA travellers for accommodation bookings and must be invoiced to DEA as per arrangement. Such invoices must be supported by a copy of the original hotel accommodation charges.

f. The TMC must during their report period provide proof, where applicable, that accommodation rates were booked within the maximum allowable rates as per the cost containment instruction of the National Treasury.
g. Cancellation of accommodation bookings must be done promptly to guard against no show and late cancellation fees.

14.3.5. **Car Rental and Shuttle Services**

a. The TMC will book the approved category vehicle in accordance with the DEA Travel Policy with the appointed car rental service provider from the closest rental location (airport, hotel and venue).

b. The travel consultant should advise the Traveller of the best time and location for collection and return considering the Traveller’s specific requirements.

c. The TMC must ensure that relevant information is shared with travellers regarding rental vehicles, like e-tolls, refuelling, keys, rental agreements, damages and accidents, etc.

d. For international travel the TMC may offer alternative ground transportation to the Traveller that may include rail, buses and transfers.

e. The TMC will book transfers in line with the DEA Travel Policy with the appointed and/or alternative service providers. Transfers can also include bus and coach services.

f. The TMC should manage shuttle companies on behalf of DEA and ensure compliance with minimum standards proposed by the Department. The TMC should also assist in negotiating better rates with relevant shuttle companies.

g. The TMC must during their reporting period provide proof that negotiated rates were booked, where applicable.

14.3.6. **After Hours and Emergency Services**

a. The TMC must provide a consultant or team of consultants to assist Travellers with after hours and emergency reservations and changes to travel plans.

b. A dedicated consultant/s must be available to assist VIP/Executive Travellers with after hour or emergency assistance.
c. After hours’ services must be provided from Monday to Friday outside the official hours (17h00 to 8h00) and twenty-four (24) hours on weekends and Public Holidays.

d. A call centre facility or after hours contact number should be available to all travellers so that when required, unexpected changes to travel plans can be made and emergency bookings attended to after the necessary approval has been obtained.

e. The Travel Management Company must have a standard operating procedure for managing after hours and emergency services. This must include purchase order generation of the request within 24 hours.

14.4. Communication

14.4.1. The TMC may be requested to conduct workshops and training sessions to Travel Bookers of DEA.

14.4.2. All enquiries must be investigated and prompt feedback be provided in accordance with the Service Level Agreement.

14.4.3. The TMC must ensure sound communication with all stakeholders including the traveller travel coordinators.

14.5. Financial Management

14.5.1. The TMC must implement the rates negotiated by DEA with travel service providers or the discounted air fares, or the maximum allowable rates established by the National Treasury where applicable.

14.5.2. The TMC will be responsible to manage the service provider accounts. This will include the timely receipt of invoices to be presented to DEA for payment within the agreed time period.

14.5.3. Enable savings on total annual travel expenditure and this must be reported and proof provided during monthly and quarterly reviews.
14.5.4. The TMC will be required to offer a 30 day bill-back account facility to institutions should a lodge card not be offered. ‘Bill back’, refers to the supplier sending the bill back to the TMC, who, in turn, invoices DEA for the services rendered (per invoice).

14.5.5. Where pre-payments are required for smaller Bed & Breakfast /Guest House facilities/national and Provincial Conservation Agencies/Facilities, these will be processed by the TMC. These are occasionally required at short notice and even for same day bookings.

14.5.6. Consolidate Travel Supplier bill-back invoices.

14.5.7. In certain instances where institutions have a travel lodge card in place, the payment of air, accommodation and ground transportation is consolidated through a corporate card vendor.

14.5.8. The TMC is responsible for the consolidation of invoices and supporting documentation to be provided to DEA’s Financial Department on the agreed time period (e.g. weekly). This includes attaching the Travel Authorisation or Purchase Order and other supporting documentation to the invoices reflected on the Service provider bill-back report or the credit card statement.

14.5.9. Ensure Travel Supplier accounts are settled timeously.

14.6. **Technology, Management Information and Reporting**

14.6.1. The TMC must have the capability to consolidate all management information related to travel expenses into a single source document with automated reporting tools.

14.6.2. The implementation of an Online Booking Tool to facilitate domestic and international bookings should be considered to optimise the services and related fees.

14.6.3. All management information and data input must be accurate.

14.6.4. The TMC will be required to provide the DEA with a minimum of three (3) standard monthly reports that are in line with the National Treasury’s Cost Containment Instructions reporting template requirements at no cost.
The reporting templates can be found on http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/AccountantGeneral.aspx

14.6.5. Reports must be accurate and be provided as per DEA’s specific requirements at the agreed time. Information must be available on a transactional level that reflect detail including the name of the traveller, date of travel, spend category (example air travel, shuttle, accommodation).

14.6.6. DEA may request the TMC to provide additional management reports.

14.6.7. Reports must be available in an electronic format for example Microsoft Excel.

14.6.8. Service Level Agreements reports must be provided on the agreed date. It will include but will not be limited to the following:

i. Travel
   a) After hours’ Report;
   b) Compliments and complaints;
   c) Consultant Productivity Report;
   d) Long term accommodation and car rental;
   e) Extension of business travel to include leisure;
   f) Upgrade of class of travel (air, accommodation and ground transportation);
   g) Bookings outside Travel Policy.

ii. Finance
   a) Reconciliation of commissions/rebates or any volume driven incentives;
   b) Creditor’s ageing report;
   c) Creditor’s summary payments;
   d) Daily invoices;
   e) Reconciled reports for Travel Lodge card statement;
   f) No show report;
   g) Cancellation report;
h) Receipt delivery report;

i) Monthly Bank Settlement Plan (BSP) Report;

j) Refund Log;

k) Open voucher report, and

l) Open Age Invoice Analysis.

14.6.9. The TMC will implement all the necessary processes and programs to ensure that all the data is secure at all times and not accessible by any unauthorised parties.

14.7. **Account Management**

14.7.1. An Account Management structure should be put in place to respond to the needs and requirements of the Government Department and act as a liaison for handling all matters with regard to delivery of services in terms of the contract.

14.7.2. The TMC must appoint a dedicated Account or Business Manager that is ultimately responsible for the management of the DEA’s account.

14.7.3. The necessary processes should be implemented to ensure good quality management and ensuring Traveller satisfaction at all times.

14.7.4. A complaint handling procedure must be implemented to manage and record the compliments and complaints of the TMC and other travel service providers.

14.7.5. Ensure that the DEA’s Travel Policy is enforced.

14.7.6. The Service Level Agreement (SLA) must be managed and customer satisfaction surveys conducted to measure the performance of the TMC.

14.7.7. Ensure that workshops/training is provided to Travellers and/or Travel Bookers

14.7.8. During reviews, comprehensive reports on the travel spend and the performance in terms of the SLA must be presented.

14.8. **Value Added Services**

   The TMC must provide the following value added services:

14.8.1. Destination information for regional and international destinations:
i. Health warnings;
ii. Weather forecasts;
iii. Places of interest;
iv. Visa information;
v. Travel alerts;
vi. Location of hotels and restaurants;
vii. Information including the cost of public transport;
viii. Rules and procedures of the airports;
ix. Business etiquette specific to the country;
x. Airline baggage policy; and
xi. Supplier updates

14.8.2. Electronic voucher retrieval via web and smart phones;
14.8.3. SMS notifications for travel confirmations;
14.8.4. Travel audits;
14.8.5. Global Travel Risk Management;
14.8.6. VIP services for Executives that include, but is not limited to check-in support.

14.9 Online booking tool

➢ DEA requires an Online automated Booking and Payment system that shall be able to do the following:

• The system shall enable DEA officials to make and manage their own travel arrangements online.

• The system shall be available 24/7.

• Managers shall be able to approve or reject travel bookings from anywhere via a secure approval system. The system shall generate required reports. The system shall allow for online payments.

• The appointed travel management company/s shall be able to deliver the fully automated online booking and payment system within two months from the date of appointment.
• The travel management company/s shall reserve a provisional booking and associated costs for at least 6 hours to enable the DEA approval processes.

• The travel booker (office administrator) shall be able to obtain quotations directly from travel management company/s via the online system.

• Once approval is granted, flights are paid directly by the system and flight tickets are immediately issued. Car hire, hotel accommodation and shuttles are paid online after receipt of an invoice for the service rendered.

• **Missed savings** for a particular travel request shall be flagged immediately by the system, especially when travellers have to deviate from the policy.

• Managers shall be able to identify missed savings prior to approval and may request reasons for such a particular deviation.

• A full audit trail of travel costs per directorate shall be obtained via the system.

• DEA Transport and Travel Policy shall be built into the system.

➢ **Functionality of the system**

• The application shall be easy and simple to use.

• The system shall be utilised to book flights, road, rail transport and accommodation electronically.

• The system shall be able to manage payment for flights, road transport and accommodation.

• Predefined users shall be set up to book and authorise travel transactions. The system shall enforce segregation of duties.

• Workflow approval platform shall be set up according to the department's requirements.

• The system shall deliver travel documentation electronically to a travel booker and traveller by means of both sms and email.

• A comprehensive library of reports (transactional and behavioural based) shall be available.

• The system shall provide for attaching supporting documents per transaction.

• The system shall flag and prevent duplicate invoices and bookings.

• A reference number shall be provided for each transaction.
- The system shall be accessible from anywhere electronically.
- The system must allow for hierarchy approval.

➢ **Expected deliverables/outcomes**

(a) Operational

- To provide DEA and its travel users with an easy to use, paperless procurement system for online travel,
- Request and pre-authorisation: shall allow bookers to complete travel requests, coupled with real-time quotes, in a secure environment, with authorisation that allows authorisers to approve travel in a customisable fashion, according to approved mandates/delegations,
- Negotiated vendor rates and deals and all corporate agreements shall be pre-configured and the purpose shall be to book the cheapest in-policy fare of the day. Authorisers shall be warned of out of policy bookings or any trip not booked at the lowest rate, DEA can negotiate directly with vendors.
- Search for availability and lowest fares (air, road, rail travel and accommodation) across multiple suppliers (offering both preferred and public rates),
- At the time of flight selection, provide the travel booker with details of the flight fare rules e.g. cancelations, changes and minimum stay,
- Select the desired real-time quotes for flight, road, rail transport, accommodation and, parking reservations that complement the request,
- Offers as per the above shall be displayed on a single screen, with sortable columns and filters or arranged in price order from the cheapest to the most expensive to allow travel bookers to choose the best option,
- Direct integration into main airlines and low cost airlines,
- Direct integration into accommodation establishments or an appropriate inventory system:
  - Access to content (pictures and descriptions of amenities),
  - Pre-negotiated prices must be displayed to the user,
  - Real time rates must be displayed to the user,
• Direct integration into car hire and shuttle companies,
  • Select trips based on availability, travel policy, times and prices;
  • Create a temporary reservation with the supplier/s and a requisition subject to approval based on:
    • Travel policy compliance,
    • Declined / missed savings, based on selection made,
    • Detailed costings against cost centres,
  • Submit the request with selected quotes to the relevant manager for approval.

(b) Approval workflow rules to approve requisitions:
  • All essential information provided to the authoriser via email and sms,
  • Approval workflows and mandates/delegations to be agreed and loaded into the system. Perform all travel arrangements in terms of the rules provided by DEA and ensure that all bookings are only processed against travel orders as authorized by the DEA,
  • All prescribed approvals as required of the system shall be received prior to the issue of any confirmation, ticket or voucher, before departure,
  • The system shall flag immediately all late bookings (not processed three (3) days in advance) prior to approval,
  • Approval to be authorised via SMS, Email and online applications,
  • Once all approvals have been obtained, a unique order number shall be generated,
  • Electronic vouchers shall be supplied,
  • For every request approved on the system, appropriate itineraries (booking confirmation) shall be generated. Printable itineraries showing complete information on status of reservations on all carriers, road transport and accommodation shall be provided. The traveller shall be made aware of fare restrictions and pre-ticketing.
➢ **Pre-ticket changes**

- Ability to make multiple changes to travel requirements prior to the approval of the order.

➢ **Post ticketing changes**

- The travel management company/s shall detail ticket change limitations where online post ticketing changes are made. The travel management company/s shall provide detailed cost implications on different classes of bookings and costs for changing tickets / bookings after issue.

- The travel management company/s shall detail ticket change limitations where online post ticketing changes are made. The travel management company/s shall provide detailed cost implications on different classes of bookings and costs for changing tickets / bookings after issue.

➢ **Booking cancellations**

- The system shall support online cancellations (rules for cancellations and no shows shall be communicated to the user prior to departure).

➢ **Electronic fulfilment**

- Air – tickets shall be issued via the system.

- Road transport and accommodation vouchers shall be issued via the system according to the payment terms and voucher rules in line with the DEA Transport and Travel policy.

- The travel management company/s shall manage quality control issues and disaster recovery services for all online bookings.

➢ **Manual fulfilment**

- All trips initiated outside of the online booking system shall be uploaded into the system within six (6) hours.

- The captured booking shall follow the same approval and business rules workflow as online bookings.
• Data for all bookings shall be included in the reporting tool.

Payment and streamlining of reconciliation process: The travel management company/s shall:

• Include all fees to be charged in the bid document.
• Settle air transactions prior to ticketing via a linked credit/lodge card.
• Ensure direct settlement to suppliers, matching of payments against card statement based on supporting documentation (receipts, invoices from vendors, etc.) and submission to the travel section, to streamline the reconciliation process.
• The travel management company/s shall issue the DEA with one/final invoice for accommodation, car rental and/or shuttle service within 30 days of the actual service.
• The travel management company/s shall ensure that all the documents (establishments invoice with the DEA authorisation) are submitted with the final invoice per booking.

Reporting

• Real-time reporting and reconciliation of travel spend shall be offered. The reports shall be utilised to proactively advise management and assist in the reduction of respective travel expenditure.
• Comprehensive reports (standard and dynamic) shall be updated daily and be available on-line to managers;
• The following reports shall be submitted monthly to the travel section:
  (a) Declined / missed saving opportunities,
  (b) Traveller behaviour with regard to advanced bookings and last-minute bookings,
  (c) Payments made and outstanding monies,
  (d) Flagging of costs incurred due to cancellations,
  (e) No shows,
  (f) Late bookings and amendments.
• Travel management company/s shall detail the online (real-time) reports that shall be provided and
• Availability of statistics for reporting.

➢ System administration role

• Partial system administration (Super User) shall be managed directly by the DEA with second line support via the successful travel management company/s.

➢ Fully integrated into all suppliers systems:

• Service providers to detail eg. Galileo, Kulula.com, etc.

➢ Communication

• Traveller itinerary emails shall be sent to the travel booker and traveller.
• SMS alerts
• The system shall accurately advise the traveller of e-ticketing deadlines and other relevant information every time reservations are made, in order to avoid cancellations of bookings.

➢ Training

Travel management company/s shall supply an indication of training and support to be supplied.

• Adequate training of 200 users upfront on the use of the system as well as support shall be provided. Users shall be trained as and when required by DEA. Provision for the registration of additional travellers as well as training must be provided.

➢ Accommodation

• The travel management company/s shall ensure that sufficient accommodation establishments are available on the system to accommodate officials that are travelling.
• Where it is required, the travel management company/sshall ensure that accounts are opened with the property to ensure the provision of services and payment.
• The voucher / confirmation shall clearly state the all-inclusive rate (Accommodation, meals, parking etc.) and issued within 2 hours.
• Any additional request/s shall be approved as per the system / service level agreement.

➢ Other services
• The travel management company/s shall indicate any special features, programmes, or services that would be beneficial to the DEA and its travellers.

➢ Management reports
• The system shall be able to provide a detailed Management Information System and accrual/commitment report as and when required.
• The travel management company/sshall provide the DEA with management information reports consisting, at a minimum, of the following:
  (a) Concise quarterly narrative of the travel management company/s’s activities, which shall be submitted to the DEA within ten (10) calendar days after the end of the quarter. This report shall identify problems, if any, and recommend solutions. Suggestions to enhance the service shall also be included;
  (b) Quarterly summary (including year to date cumulative figures) of travel activity data and related services, which shall be submitted to the DEA within ten (10) days of the end of the quarter. This summary shall include all official travel activities with each airline based on value of the tickets.
  (c) This report shall also show a detailed analysis of the number of trips, most frequent city-pairs, carriers used and savings achieved from the carrier’s lowest fare available as well as missed / declined savings due to non-acceptance of the lowest offer.
• The tool shall allow for full reporting and auditing capability.
- The reporting shall be in a format that will allow the information to be interfaced with other Government reporting systems.

- **Unused tickets and refunds**
  - The travel management company/s shall notify the DEA monthly of unused air tickets and refunds for all returned airline tickets for official travel.

- **Data transfer**
  - The travel management company/s shall allow DEA to access information for a period of five (5) years after expiry of the contract.

- **Service standards**
  - The travel management company/s shall provide a polite, responsive and efficient service at all times to fulfill the DEA’s requirements. All telephone calls, emails and correspondences shall be answered promptly.

- **Performance evaluation and review**
  - The travel management company/s shall meet quarterly with the DEA to discuss issues of mutual concern, to review the travel management company/s performance and to discuss improvements which the service provider or the DEA should make in order to achieve more effective travel management and greater savings.

  - During the above meetings the travel management company/s shall also discuss travel updates and other travel matters with the DEA. The travel management company/s shall immediately make the DEA aware of major industry changes, which may have a broad impact on its travel policy or procedures.

- **Policy compliance and control**
  - The system shall dictate the route of the application based on the policy requirements. For any deviation the prescribed and delegated authorisation shall be required before processing takes place.
• The system shall comply with all relevant security standards, policies, directives and the Minimum Information Security Standards (MISS).

• The system shall be able to cater for any departmental policy changes as and when required.

• The travel management company/sshall not accept any commission, payment or other inducement from a flight, road transport or accommodation service for the use of their facilities.

• Should any payment be received the travel management company/sshall pay this amount over to the DEA at the end of each month. All amounts quoted by the system and charged to the DEA shall be exclusive of any travel agent commission.

➤ Turnaround time for online bookings shall be 2(two) hours after approval.

➤ The travel management company/s shall be required to:

• Provide on-line travel booking services and support,

• Provide a transparent inclusive service fee structure,

• Provide 24 hours assistance,

• Ensure that services are available 24/7,

• Update DEA regularly on cancellation policies and fees of service providers;

• Obtain any reimbursement which may be due to DEA,

• Notify DEA of air tickets for revalidation and / or re-issue,

• Ensure booking confirmations and payments as required by vendors,

• Ensure prompt investigation of any irregularities and complaints as well as feedback thereof,

• Upon request from the DEA, provide detailed reporting on the services provided, discounts, and benefits received,
- Reconcile invoices and supporting documentation with lodge card statement and approved orders.

- The travel management company/shall keep abreast of and provide an information service to DEA with regard to airport closings, carrier schedule changes, as well as all other alterations, safety conditions which may affect travel and new conditions affecting travel.

- Assist travel bookers to make appropriate adjustments for any change(s) in flight, schedules prior to or during the traveller’s official trip. The e-tickets and billings shall be modified or issued to reflect these changes, via SMS and e-mail.

- Provide letters of “good standing” from suppliers, including but not limited to the following:
  (a) Protea hotel group
  (b) City lodge
  (c) Tsogo sun
  (d) Premier hotel
  (e) Sheraton Hotel
  (f) Hlope shuttle
  (g) Kwathano shuttle
  (h) EZ shuttles
  (i) Kwela
  (j) AAA Shuttles
  (k) International Chauffeur Drive
  (l) Avis
  (m) Europcar
  (n) Hertz
The online system shall be required to provide immediate quotations for travel arrangements from all airlines, vehicle hire companies and a range of properties for accommodation.

- An e-ticket or confirmation and detailed itineraries, showing the accurate status of the airline, road transport and accommodation reservations on all segments of the journey shall be provided. (Secure airline seats for four (4) hours to allow for approval).

14.10 Cost Management

14.10.1 The National Treasury cost containment initiative and the DEA's Travel Policy is establishing a basis for a cost savings culture.

14.10.2 It is the obligation of the TMC Consultant to advise on the most cost effective option at all times, and costs should be within the framework of the National Treasury's cost containment instructions.

14.10.3 The TMC plays a pivotal role to provide high quality travel related services that are designed to strike a balance between effective cost management, flexibility and traveller satisfaction.

14.10.4 The TMC should have in-depth knowledge of the relevant supplier(s)' products, to be able to provide the best option and alternatives that are in accordance with DEA’s Travel Policy to ensure that the Traveller reaches his/her destination safely, in reasonable comfort, with minimum disruption, cost effectively and in time to carry out his/her business.

14.11 Quarterly and Annual Travel Reviews

14.11.1 Quarterly reviews are required to be presented by the Travel Management Company on all DEA travel activity in the previous three-month period. These reviews are comprehensive and presented to DEA’s Procurement and Finance teams as part of the performance management reviews based on the service levels.

14.11.2 Annual Reviews are also required to be presented to DEA’s Senior Executives.
14.11.3 These Travel Reviews will include without limitation the following information.

14.11.3.1 Institution to list the information that will be required. The reporting requirements in the National Treasury Instruction 3 of 2016/17 (Cost Containment Measures related to Travel & Subsistence) may be used as minimum.

14.11.3.2 Travel expenditure

14.11.3.3 Savings and missed savings

14.12 Office Management

14.12.1 The TMC to ensure high quality service to be delivered at all times to the DEA name’s travellers. The TMC is required to provide DEA with highly skilled and qualified human resources of the following roles but not limited to:

a. Senior Consultants
b. Intermediate Consultants
c. Junior Consultants
d. Travel Manager (Operational)
e. Finance Manager / Branch Accountant
f. Admin Back Office (Creditors / Debtors/Finance Processors)
g. Strategic Account Manager (per hour)
h. System Administrator (General Admin)

14.13 On-site Facilities

14.13.1 If it is agreed between the parties that the TMC will be on-site DEA will provide the TMC with the following facilities on the terms and conditions negotiated upon by both parties:

i. Office Space
ii. Office Furniture
iii. Telephones
iv. Photocopier
v. Shelving
vi. Safe
vii. Tea/Coffee making facilities
viii. IT infrastructure (cabling, trunking and cabinet) for TMC to connect to and carry those costs
ix. Direct line (can be used for fax machine)
x. Bathroom and kitchen facilities
xi. etc.

15 PRICING MODEL

DEA requires bidders to propose two pricing models being the transactional fee model and the management fee model. DEA will at their discretion select the best possible cost effective solution. Bidders will be disqualified if both fee structures are not submitted.

15.1 Transaction Fees

Refer Annexure A3: Pricing Schedule

15.1.1 The transaction fee must be a fixed amount per service. The fee must be linked to the cost involved in delivering the service and not a percentage of the value or cost of the service provided by third party service providers.

15.1.1.1 On-site option (Template 1)
15.1.1.2 Off-site option (Template 2)
15.1.2 The Bidder must further indicate the estimated percentage split between Traditional booking and On-line bookings.

AND / OR

15.2 Management Fee

Refer Annexure A3: Pricing Schedule

15.2.1 The management fee is the total fee per annum that will be charged to DEA in twelve monthly payments. The Department will pay the fee monthly in arrears.
15.2.1.1 On-site option (Template 3)
15.2.1.2 Off-site option (Template 4)

15.3 Volume driven incentives

15.3.1 It is important for bidders to note the following when determining the pricing:

i. National Treasury has negotiated non-commissionable fares and rates with various airlines carriers and other service providers;

ii. No override commissions earned through DEA reservations will be paid to the TMCs;

iii. An open book policy will apply and any commissions earned through the DEA volumes must be reimbursed to DEA.

iv. TMCs are to book these negotiated rates or the best fare available, whichever is the most cost effective for the institution.

16 EVALUATION AND SELECTION CRITERIA

DEA has set minimum standards (Gates) that a bidder needs to meet in order to be evaluated and selected as a successful bidder. The minimum standards consist of the following:

<table>
<thead>
<tr>
<th>Pre-qualification Criteria (Gate 0)</th>
<th>Technical Evaluation Criteria (Gate 1)</th>
<th>Presentations (Gate 2)</th>
<th>Price and B-BBEE Evaluation (Gate 3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bidders must submit all documents as outlined in paragraph 17.1 (Table 1) below. Only bidders that comply with ALL these criteria will proceed to Gate 1.</td>
<td>Bidder(s) are required to achieve a minimum of 65 threshold out of 90 points to proceed to Gate 2 (Presentations).</td>
<td>Bidder(s) are required to achieve a minimum of 75 points out of 100 points after the presentations to proceed to Gate 3 (Price and B-BBEE).</td>
<td>Bidder(s) will be evaluated out of 100 points and Gate 2 will only apply to bidder(s) who have met and exceeded the threshold of 75 points.</td>
</tr>
</tbody>
</table>
16.1 Gate 0: Pre-qualification Criteria

Without limiting the generality of DEA’s other critical requirements for this Bid, bidder(s) must submit the documents listed in Table 1 below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders’ responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal may be disqualified for non-submission of any of the documents.

Table 1: Documents that must be submitted for Pre-qualification

<table>
<thead>
<tr>
<th>Document that must be submitted</th>
<th>Non-submission may result in disqualification?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation to Bid – SBD 1</td>
<td>Complete and sign the supplied pro forma document</td>
</tr>
<tr>
<td>Tax Status</td>
<td>i. Written confirmation that SARS may on an ongoing basis during the tenure of the contract disclose the bidder’s tax compliance status. (Refer Section 4.1.4)</td>
</tr>
<tr>
<td>Tax Clearance Certificate – SBD 2</td>
<td>ii. Proof of Registration on the Central Supplier Database (Refer Section 4.1.5)</td>
</tr>
<tr>
<td></td>
<td>iii. Vendor number</td>
</tr>
<tr>
<td></td>
<td>iv. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.</td>
</tr>
<tr>
<td>Declaration of Interest – SBD 4</td>
<td>Complete and sign the supplied pro forma document</td>
</tr>
<tr>
<td>Preference Point Claim Form – SBD 6.1</td>
<td>Non-submission will lead to a zero (0) score on BBBEE</td>
</tr>
<tr>
<td><strong>Declaration of Bidder’s Past Supply Chain Management Practices – SBD 8</strong></td>
<td>Complete and sign the supplied pro forma document</td>
</tr>
<tr>
<td><strong>Certificate of Independent Bid Determination – SBD 9</strong></td>
<td>Complete and sign the supplied pro forma document</td>
</tr>
<tr>
<td><strong>Bidder Compliance form for Functional Evaluation</strong></td>
<td>Complete and sign</td>
</tr>
<tr>
<td><strong>Registration on Central Supplier Database (CSD)</strong></td>
<td>The Travel Management Company (TMC) must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration.</td>
</tr>
</tbody>
</table>
| **IATA Licence / Certificate** | 16.1.1.1 Bidders are required to submit their International Air Transport Association (IATA) licence/ certificate (certified copy) at closing date.  
16.1.1.2 Where a bidding company is using a 3rd party IATA licence, proof of the agreement must be attached and copy of the certificate to that effect at closing date. |
| **Pricing Schedule** | Submit full details of the pricing proposal as per Annexure A3 in a separate envelope |

16.2 Gate 1: Technical Evaluation Criteria = 65 points
All bidders are required to respond to the technical evaluation criteria scorecard and compliance checklist. Refer to **Annexure A2** for detailed information.

Only Bidders that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality. Functionality will be evaluated as follows:

i. **Desktop Technical Evaluation** – Bidders will be evaluated out of 90 points and are required to achieve minimum threshold of 65 of 90 points.

ii. **Presentation and system demonstration** – Bidders will be evaluated out of 10 points.

iii. The overall combined score must be equal or above 75 threshold in order to proceed to Gate 3 for Price and BBBEE evaluations.

As part of due diligence, DEA will conduct a site visit at a client of the Bidder (reference) for validation of the services rendered. The choice of site will be at DEA’s sole discretion.

The Bidder’s information will be scored according to the following points system:

<table>
<thead>
<tr>
<th>Functionality</th>
<th>Maximum Points Achievable</th>
<th>Minimum Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desktop Technical Evaluation</strong></td>
<td>90</td>
<td>65</td>
</tr>
<tr>
<td>Details found in Annexure A2 – Technical Scorecard</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Presentation and On-site Reference Checks</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Details found in Annexure A1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OVERALL COMBINED POINTS</strong></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

16.3 **Presentations**: The bidders must meet the requirement of 65 to qualify for presentation.

16.4 **Gate 3: Price and BBBEE Evaluation (90+10) = 100 points**

Only Bidders that have met the 75 threshold in Gate 1 and 2 will be evaluated in Gate 3 for price and BBBEE. Price and BBBEE will be evaluated as follows:
In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 90/10-preference point system in terms of which points are awarded to bidders on the basis of:

- The bid price (maximum 90 points)
- B-BBEE status level of contributor (maximum 10 points)

### 16.4.1 Stage 1 – Price Evaluation (90 Points)

The following formula will be used to calculate the points for price:

\[
Ps = 90 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right)
\]

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Evaluation</td>
<td>90</td>
</tr>
<tr>
<td>(Ps = 90 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right))</td>
<td></td>
</tr>
</tbody>
</table>

The following formula will be used to calculate the points for price:

\[
Ps = 90 \left(1 - \frac{Pt - P_{\text{min}}}{P_{\text{min}}} \right)
\]

Where

- \(Ps\) = Points scored for comparative price of bid under consideration
- \(Pt\) = Comparative price of bid under consideration
- \(P_{\text{min}}\) = Comparative price of lowest acceptable bid

### 16.4.2 Stage 2 – BBBEE Evaluation (10 Points)

a. BBBEE Points allocation

A maximum of 10 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

<table>
<thead>
<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of Points</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

- A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1);
- B-BBEE Certificate

b. Joint Ventures, Consortiums and Trusts

A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

Bidders must submit concrete proof of the existence of joint ventures and/or consortium arrangements. DEA will accept signed agreements as acceptable proof of the existence of a joint venture and/or consortium arrangement.

The joint venture and/or consortium agreements must clearly set out the roles and responsibilities of the Lead Partner and the joint venture and/or consortium party.
agreement must also clearly identify the Lead Partner, who shall be given the power of attorney to bind the other party/parties in respect of matters pertaining to the joint venture and/or consortium arrangement.

c. **Sub-contracting**

Bidders/ tenderers who want to claim Preference points will have to comply fully with regulations 11(8) and 11(9) of the PPPFA Act with regard to sub-contracting.

The following is an extract from the PPPFA Act:

11(8) “A person must not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub- contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.”

11(9) “A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.”

16.4.3 **Stage 3 (90 + 10 = 100 points)**

The Price and BBBEE points will be consolidated.

17 **GENERAL CONDITIONS OF CONTRACT**

Any award made to a bidder(s) under this bid is conditional, amongst others, upon –

a. The bidder(s) accepting the terms and conditions contained in the General Conditions of Contract as the minimum terms and conditions upon which DEA is prepared to enter into a contract with the successful Bidder(s).

b. The bidder submitting the General Conditions of Contract to DEA together with its bid, duly signed by an authorised representative of the bidder.
18  CONTRACT PRICE ADJUSTMENT

Contract price adjustments will be done annually on the anniversary of the contract start date. The price adjustment will be based on the Consumer Price Index Headline Inflation

| Table E - All Items | STATS SA P0141 (CPI), Table E |

19  SERVICE LEVEL AGREEMENT

19.4 Upon award, DEA and the successful bidder will conclude a Service Level Agreement regulating the specific terms and conditions applicable to the services being procured by DEA, more or less in the format of the draft Service Level Indicators included in this tender pack.

19.5 DEA reserves the right to vary the proposed draft Service Level Indicators during the course of negotiations with a bidder by amending or adding thereto.

19.6 Bidder(s) are requested to:
   a. Comment on draft Service Level Indicators and where necessary, make proposals to the indicators;
   b. Explain each comment and/or amendment; and
   c. Use an easily identifiable colour font or “track changes” for all changes and/or amendments to the Service Level Indicators for ease of reference.

19.7 DEA reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to DEA or pose a risk to the organisation.

20  MANDATORY REQUIREMENTS

21.1 The travel management company/s shall ensure full compliance in respect of the following industry requirements:
   - Fully accredited member of International Air Transport Association (IATA).

21.2 Certified copies of the above certificates as well as a letter of “good standing” shall be submitted together with your response to this Request for Proposals (RFP)
21.3 Must be a travel management company with an online booking tool.

21.4 Annexure A1 (questionnaire) must be completed.

21 SPECIAL CONDITIONS OF THIS BID

22.1 The performance measures for the delivery of the (specify the type of work you expect from the travel management company/s) shall be closely monitored by DEA.

22.2 The travel management company/sshall submit monthly and quarterly progress reports to the Programme manager, within 4 days after the end of each month and quarter for the duration of the project. Failure to submit the required reports on time shall result in penalties.

22.3 The programme manager shall do the ongoing management of the service agreement.

22.4 The travel management company/sshall guarantee the presence of the senior in charge throughout the duration of the contract. Prior to the appointment of a replacement, the Programme Manager shall approve such appointment. If the senior has to leave the project, a period of at least a month is required in which the senior shall work parallel with the next person (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge.

22.5 Bidders shall score a minimum of 75% for stage 1 (functionality / technical) of the evaluation to qualify for stage 2 (price and B-BBEE) of the evaluation.

22.6 The proposal shall include, amongst other, the following:
- A proposed plan of action;
- A list of references;
- Ability to ensure continuing of staff on the project.

22.7 The Curriculum Vitae of the staff who will be available for the duration of the work shall be attached.

22.8 The proposed system shall be in a format that will allow the information to be interfaced with other Government reporting systems.
22.9 DEA reserves the right:

22.9.1 To award this tender to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000)

22.9.2 To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).

22.9.3 To accept part of a tender rather than the whole tender.

22.9.4 To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.

22.9.5 To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.

22.9.6 To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.

22.9.7 To cancel and/or terminate the contract due to but not limited to

a) Sub-standard performance by the Travel Management Company;

b) National Treasury Instruction.

22.9.8 Fraudulent activity by the Travel Management Company.

22.9.9 Award to multiple bidders based either on size or geographic considerations.

22.9.10 To award the contract to more than one travel management company/s.

22.9.11 To partly utilise the contract.

22.9.12 To award any of the bids and not to award the contract to the lowest bidding price.

23 DEA REQUIRES BIDDER(S) TO DECLARE
In the Bidder’s Technical response, bidder(s) are required to declare the following:

23.9 Confirm that the bidder(s) is to: –

a. Act honestly, fairly, and with due skill, care and diligence, in the interests of DEA;

b. Have and employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;

c. Act with circumspection and treat DEA fairly in a situation of conflicting interests;

d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;

e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with DEA;

f. Avoidance of fraudulent and misleading advertising, canvassing and marketing;

g. To conduct their business activities with transparency and consistently uphold the interests and needs of DEA as a client before any other consideration; and

h. To ensure that any information acquired by the bidder(s) from DEA will not be used or disclosed unless the written consent of the Department has been obtained to do so.

24 CONFLICT OF INTEREST, CORRUPTION AND FRAUD

24.1.1 DEA reserves its right to disqualify any bidder who either itself or any of whose members (save for such members who hold a minority interest in the bidder through shares listed on any recognised stock exchange), indirect members (being any person or entity who indirectly holds at least a 15% interest in the bidder other than in the context of shares listed on a recognised stock exchange), directors or members of senior management, whether in respect of [Institution name] or any other government organ or entity and whether from the Republic of South Africa or otherwise ("Government Entity")
a. engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other bidder in respect of the subject matter of this bid;

b. seeks any assistance, other than assistance officially provided by a Government Entity, from any employee, advisor or other representative of a Government Entity in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

c. makes or offers any gift, gratuity, anything of value or other inducement, whether lawful or unlawful, to any of DEA’s officers, directors, employees, advisors or other representatives;

d. makes or offers any gift, gratuity, anything of any value or other inducement, to any Government Entity’s officers, directors, employees, advisors or other representatives in order to obtain any unlawful advantage in relation to procurement or services provided or to be provided to a Government Entity;

e. accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to procurement or services provided or to be provided to a Government Entity;

f. pays or agrees to pay to any person any fee, commission, percentage, brokerage fee, gift or any other consideration, that is contingent upon or results from, the award of any tender, contract, right or entitlement which is in any way related to procurement or the rendering of any services to a Government Entity;

g. has in the past engaged in any matter referred to above; or

h. has been found guilty in a court of law on charges of fraud and/or forgery, regardless of whether or not a prison term was imposed and despite such bidder, member or director’s name not specifically appearing on the List of Tender Defaulters kept at National Treasury.
25.1 The bidder should note that the terms of its Tender will be incorporated in the proposed contract by reference and that DEA relies upon the bidder’s Tender as a material representation in making an award to a successful bidder and in concluding an agreement with the bidder.

25.2 It follows therefore that misrepresentations in a Tender may give rise to service termination and a claim by DEA against the bidder notwithstanding the conclusion of the Service Level Agreement between DEA and the bidder for the provision of the Service in question. In the event of a conflict between the bidder’s proposal and the Service Level Agreement concluded between the parties, the Service Level Agreement will prevail.

26 PREPARATION COSTS

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing DEA, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

27 INDEMNITY

If a bidder breaches the conditions of this bid and, as a result of that breach, DEA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the bidder indemnifies and holds DEA harmless from any and all such costs which DEA may incur and for any damages or losses DEA may suffer.

28 PRECEDENCE

This document will prevail over any information provided during any briefing session whether oral or written, unless such written information provided, expressly amends this document by reference.

29 LIMITATION OF LIABILITY
A bidder participates in this bid process entirely at its own risk and cost. DEA shall not be liable to compensate a bidder on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Bidder’s participation in this Bid process.

30 TAX COMPLIANCE & CENTRAL SUPPLIER DATABASE

No tender shall be awarded to a bidder who is not tax compliant. DEA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to DEA, or whose verification against the Central Supplier Database (CSD) proves non-compliant. DEA further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

31 TENDER DEFAULTERS AND RESTRICTED SUPPLIERS

No tender shall be awarded to a bidder whose names (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury’s List of Restricted Suppliers. DEA reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been blacklisted with National Treasury by another government institution.

32 GOVERNING LAW

South African law governs this bid and the bid response process. The bidder agrees to submit to the exclusive jurisdiction of the South African courts in any dispute of any kind that may arise out of or in connection with the subject matter of this bid, the bid itself and all processes associated with the bid.

33 RESPONSIBILITY FOR SUB-CONTRACTORS AND BIDDER’S PERSONNEL

A bidder is responsible for ensuring that its personnel (including agents, officers, directors, employees, advisors and other representatives), its sub-contractors (if any) and personnel of its
sub-contractors comply with all terms and conditions of this bid. In the event that DEA allows a bidder to make use of sub-contractors, such sub-contractors will at all times remain the responsibility of the bidder and DEA will not under any circumstances be liable for any losses or damages incurred by or caused by such sub-contractors.

34 CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder’s tender(s) will be disclosed by any bidder or other person not officially involved with DEA’s examination and evaluation of a Tender.

No part of the bid may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic, photocopying, recording or otherwise, in whole or in part except for the purpose of preparing a Tender. This bid and any other documents supplied by DEA remain proprietary to DEA and must be promptly returned to DEA upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived there from.

Throughout this bid process and thereafter, bidder(s) must secure DEA’s written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

35 DEA PROPRIETARY INFORMATION

Bidder will on their bid cover letter make declaration that they did not have access to any DEA proprietary information or any other matter that may have unfairly placed that bidder in a preferential position in relation to any of the other bidder(s).

36 AVAILABILITY OF FUNDS

Should funds no longer be available to pay for the execution of the responsibilities of this bid (E1382), the DEA may terminate the Agreement at its own discretion or temporarily suspend all or part of the services by notice to the successful bidder who shall immediately make arrangements to stop the performance of the services and
minimize further expenditure: Provided that the successful bidder shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

37. ANNEXURE A1

QUESTIONNAIRE

(As per Evaluation Criteria)

<table>
<thead>
<tr>
<th>Generic System Question</th>
<th>Please indicate compliance (Yes / No) and substantiate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the system work on devices such as I-Pads, tablets and smart phones?</td>
<td></td>
</tr>
<tr>
<td>Is the system owned and operated by you?</td>
<td></td>
</tr>
<tr>
<td>Does the system deal with direct integrations?</td>
<td></td>
</tr>
</tbody>
</table>

| Travel Policy                                                                                                                                 |
|------------------------------------------------------------------------------------|--------------------------------------------------------|
| Can the SELF-BOOKING TOOL have vendors shown out of policy and not bookable by the user? |                                                        |
| Can the SELF-BOOKING TOOL have vendors shown out of policy, but bookable by the user that will automatically trigger workflow approval, motivation as to why it’s out of policy and highlight the alternative options to the authorizer? |   |
| How are in policy and out of policy                                                  |                                                        |
options differentiated on the availability presented?

If an out of policy vendor reservation is authorized, how can this information be captured into the SELF-BOOKING TOOL for complete itinerary viewing and reporting purposes?

**Booking Process**

Does the SELF-BOOKING TOOL have a quoting system? Explain

Explain the error management process when tickets fail to issue or travel documentation not produced or lodged card swipes fail.

Is the system completely automated?

Can travel documents be produced electronically?

Can the system upload documents, (eg. internal approval documents) or Can the system include an electronic approval process prior to actual online booking being started?

**Navigation**

- Can users easily navigate between sectors?
- Does the system cater for
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>domestic multi-leg bookings?</td>
<td></td>
</tr>
<tr>
<td>Does the SELF-BOOKING TOOL allow for holding tickets?</td>
<td></td>
</tr>
<tr>
<td>Does the system deal with automated documentation for Air tickets, Road transport, Accommodation, Parking? (no consultants touch the booking)</td>
<td></td>
</tr>
<tr>
<td>How is “no availability” displayed?</td>
<td></td>
</tr>
<tr>
<td>Can offline bookings be incorporated into the booking process?</td>
<td></td>
</tr>
<tr>
<td>Can Users make the reservation offline?</td>
<td></td>
</tr>
<tr>
<td>Can Consultants make the reservation?</td>
<td></td>
</tr>
<tr>
<td>Whilst a trip planned is pending approval, are proposed reservations held with the following vendors? Participating transfer vendors, Participating accommodation vendors, Participating road transport vendors, Domestic mainline carriers, Domestic low cost carriers</td>
<td></td>
</tr>
<tr>
<td>Can reservation changes be facilitated online for all the following vendor categories? Participating transfer vendors, Participating accommodation vendors</td>
<td></td>
</tr>
<tr>
<td>Participating road transport vendors, Domestic mainline carriers, Domestic low cost carriers</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Are all category changes made tracked</td>
<td></td>
</tr>
<tr>
<td>Unused ticket management. How does the SELF-BOOKING TOOL deal with unused tickets?</td>
<td></td>
</tr>
<tr>
<td><strong>Workflow Approval:</strong></td>
<td></td>
</tr>
<tr>
<td>Can the system have multiple approvers?</td>
<td></td>
</tr>
<tr>
<td>Can the system support multiple approval groups?</td>
<td></td>
</tr>
<tr>
<td>Does the system support SMS approval?</td>
<td></td>
</tr>
<tr>
<td>Please explain emergency booking approval in the SELF-BOOKING TOOL?</td>
<td></td>
</tr>
<tr>
<td>Once a booking has been ticketed, can additional elements be added?</td>
<td></td>
</tr>
<tr>
<td>If a booking is changed, will it reroute for approval and, if so, under what circumstances?</td>
<td></td>
</tr>
<tr>
<td>How does the approver make an informed decision when approving?</td>
<td></td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td></td>
</tr>
<tr>
<td>Can the SELF-BOOKING TOOL</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Systematically facilitate transfer reservations with any vendor?</td>
<td></td>
</tr>
<tr>
<td>When a reservation has been secured outside of the system, please outline at a high-level how the reservation information can be captured into the SELF-BOOKING TOOL for complete itinerary viewing and reporting purposes?</td>
<td></td>
</tr>
<tr>
<td>Can the system allow multiple travellers in a transfer?</td>
<td></td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
<td></td>
</tr>
<tr>
<td>Please outline how the SELF-BOOKING TOOL systematically facilitates accommodation reservations with guest houses and bed and breakfast establishments not presented on any open central reservation system?</td>
<td></td>
</tr>
<tr>
<td>When, due to availability constraints at an accommodation vendor that is accessible via the SELF-BOOKING TOOL, a reservation has been secured outside of the system, please outline at a high-level how the reservation information can be captured into the SELF-BOOKING TOOL for complete itinerary viewing and reporting purposes?</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>When a reservation has been secured outside of the system due to vendor non-participation in the SELF-BOOKING TOOL, please outline at a high-level how the reservation information can be captured into the SELF-BOOKING TOOL for complete itinerary viewing and reporting purposes?</td>
<td></td>
</tr>
<tr>
<td>Can the SELF-BOOKING TOOL systematically facilitate accommodation reservations with non-listed B&amp;B vendors?</td>
<td></td>
</tr>
<tr>
<td>Elaborate on how a bill-back facility will be supported.</td>
<td></td>
</tr>
<tr>
<td>Is there any automated system to handle invoices?</td>
<td></td>
</tr>
<tr>
<td>Can the system have multiple accommodation bookings in one transaction, i.e. different hotels for different travellers, OR different hotels for one traveller in one booking?</td>
<td></td>
</tr>
<tr>
<td>How do you list a new vendor on the system?</td>
<td></td>
</tr>
<tr>
<td>Does the SELF-BOOKING TOOL support pictures of properties?</td>
<td></td>
</tr>
<tr>
<td>Does the system have any user</td>
<td></td>
</tr>
<tr>
<td>feedback on properties?</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>How does the matching of the Order to the Invoice occur within the system?</td>
<td></td>
</tr>
<tr>
<td>Can the system provide separate quotes for dinner, bed and breakfast?</td>
<td></td>
</tr>
<tr>
<td>Is it clear when breakfast or dinner is included in the price quoted for &quot;bed&quot;?</td>
<td></td>
</tr>
</tbody>
</table>

**Road Transport**

<p>| Can multiple pick up and drop off locations be supported within the SELF-BOOKING TOOL? |
| Can the system have multiple cars booked for multiple travellers in a single booking? |
| When, due to availability constraints at a car rental agency that is accessible via the SELF-BOOKING TOOL, how does the system support guaranteed availability? |
| Can the system highlight between vendors, who are the cheapest by amount of kilometers included in the negotiated rate? |
| How does a reservation that has been secured outside of the system... |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can extras be booked, such as GPS, additional drivers etc…?</td>
<td></td>
</tr>
<tr>
<td>How does a car invoice get compared to the Order within the system?</td>
<td></td>
</tr>
<tr>
<td>How does the system compare between road travel company rates?</td>
<td></td>
</tr>
<tr>
<td>Can the SELF-BOOKING TOOL systematically facilitate name changes to low cost carrier tickets?</td>
<td></td>
</tr>
<tr>
<td>How are cancelled mainline and low cost carrier tickets managed systematically?</td>
<td></td>
</tr>
<tr>
<td>How are unused mainline and low cost carrier tickets tracked &amp; applied for reuse systematically?</td>
<td></td>
</tr>
<tr>
<td>Multiple flights for one booking with one order number?</td>
<td></td>
</tr>
<tr>
<td>Does the SELF-BOOKING TOOL allow for a return flight, a single airline to be booked one way and a separate airline to be booked coming back, in one booking?</td>
<td></td>
</tr>
<tr>
<td>How does the SELF-BOOKING</td>
<td></td>
</tr>
</tbody>
</table>
### TOOL control specific requirements for multiple travellers?

How does the system control pre-seating and seat maps?

### Profiles

Who maintains user access?

Are there levels of administrative rights?

Can the system handle seating preferences?

### Reporting

Does the system provide real time reporting?

Is the reporting provided available to Government directly?

An order is made up of air, road transport and accommodation etc. Accounts will be received at different times. What reports can be provided to monitor:

1. All the transactions relating to the order
2. What has been paid and what is outstanding.
3. Carbon footprint reporting.

### Fulfillment

Outline the fulfillment process.
<table>
<thead>
<tr>
<th>Where would human intervention be necessary and how would this impact on the cost?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Training</strong></td>
</tr>
<tr>
<td>Do you provide online training?</td>
</tr>
<tr>
<td>Government proposes to adopt a train-the-trainer approach. What are the related costs and time investment?</td>
</tr>
<tr>
<td><strong>Billing Process</strong></td>
</tr>
<tr>
<td>Explain the billing process for SELF-BOOKING TOOL fees.</td>
</tr>
<tr>
<td>Explain how bill-backs are integrated into the SELF-BOOKING TOOL for reporting purposes.</td>
</tr>
<tr>
<td>Explain how lodged card transactions are reconciled and represented for replenishment.</td>
</tr>
<tr>
<td><strong>Hierarchy</strong></td>
</tr>
<tr>
<td>How are amendments to hierarchies managed?</td>
</tr>
<tr>
<td><strong>Data Security</strong></td>
</tr>
<tr>
<td>Elaborate on measures taken to secure our data</td>
</tr>
<tr>
<td>Are secure links used for payment transactions?</td>
</tr>
<tr>
<td>How are lodged card details stored?</td>
</tr>
<tr>
<td><strong>Is the data encrypted?</strong></td>
</tr>
<tr>
<td>--------------------------</td>
</tr>
<tr>
<td><strong>Further Requirements of the Electronic Solution</strong></td>
</tr>
<tr>
<td>State average and maximum actual system response time for a complete travel booking, which includes a road transport, airline ticket, and accommodation booking</td>
</tr>
<tr>
<td>Application to provide a historical record/audit trail of each administrative change that occurs within the application</td>
</tr>
<tr>
<td>The application must have easily understood system messages.</td>
</tr>
<tr>
<td>The application must have the ability to assign specific tasks / functions to specific administrative roles.</td>
</tr>
<tr>
<td>Describe how your solution is able to securely authenticate and encrypt any interface to or from your solution.</td>
</tr>
<tr>
<td>The application must be able to receive an approved Order to trigger the bookings process.</td>
</tr>
<tr>
<td>The system should have an automatic reconciliation facility (Lodge Card Reconciliation) to match service provider invoices to</td>
</tr>
<tr>
<td>Requirement</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>authorized Orders to accommodate payments. (only exceptions should have to be handled manually by staff)</td>
</tr>
<tr>
<td>The application must be able to cater for after the fact costs (such as mileage on car rentals, fuel on car rentals, S&amp;T claims) and toll fees.</td>
</tr>
<tr>
<td>Must have a tolerance level for where the invoice value is different from the Order value by a configurable amount. (Applies especially to accommodation and road transport).</td>
</tr>
<tr>
<td>Onsite support to be available.</td>
</tr>
<tr>
<td>The application must offer a report to indicate the savings lost due to the booking being made/not being made within a certain timeframe before departure (based on historical values for the same transaction).</td>
</tr>
<tr>
<td>Must offer reporting of automated refund tracking as well as unused ticket reporting.</td>
</tr>
<tr>
<td>Must have pre-defined and user-defined reporting capabilities with a drill down capability to allow the easy creations of a comprehensive report.</td>
</tr>
<tr>
<td>Requirement</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Suite of management reports.</td>
</tr>
<tr>
<td>Have a report per traveler, which indicates the duration of stay, type of accommodation (such as Bed and Breakfast), and whether or not the traveler actually travelled. Reports on changes to bookings after confirmations are finalized?</td>
</tr>
<tr>
<td>Must have the ability to customize the reporting suite according to Government's requirements.</td>
</tr>
<tr>
<td>Must have the ability to export reports into a variety of formats (such as PDF, HTML, and CSV).</td>
</tr>
<tr>
<td>Must allow for on-demand / ad-hoc / scheduled reporting.</td>
</tr>
<tr>
<td>Government must own our travel data.</td>
</tr>
<tr>
<td>Controls must be in place to protect the data.</td>
</tr>
<tr>
<td>Question</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Provide the missed savings calculated on all sectors</td>
</tr>
<tr>
<td>Is there benchmarking in the SELF-BOOKING TOOL?</td>
</tr>
<tr>
<td>How do you intend to support DEA with online transactions?</td>
</tr>
<tr>
<td>How do you intend to support DEA with offline transactions?</td>
</tr>
<tr>
<td>How do emergency requests get handled?</td>
</tr>
<tr>
<td>Propose how best to roll out the solution to all the various elements of DEA?</td>
</tr>
<tr>
<td>Will the system flag and prevent duplicate invoices and bookings? and how?</td>
</tr>
</tbody>
</table>

ooOoo
5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

<table>
<thead>
<tr>
<th>DESCRIPTION OF EXPENSE TO BE INCURRED</th>
<th>RATE</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Period required for commencement with project after acceptance of bid

7. Estimated man-days for completion of project

8. Are the rates quoted firm for the full period of contract?  *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

*DELETE IF NOT APPLICABLE*

Any enquiries regarding bidding procedures may be directed to the –

Department of Environmental Affairs

**Contact Person:** Mr Samuel Mofokeng / Mr Renold Mokoena  
Tel: (012) 399 9057 or (012) 399 9055  
E-mail: SMofokeng@environment.gov.za or RMokoena@environment.gov.za

Or for technical information –

**Contact person:**  
Name: Mr Ayanda Nodada  
Office Telephone No: (012) 399 8564  
E-MAIL: anodada@environment.gov.za
Annexure A2

DESKTOP EVALUATION TECHNICAL SCORECARD
AND COMPLIANCE CHECKLIST

environmental affairs
Department:
Environmental Affairs
REPUBLIC OF SOUTH AFRICA
ANNEXURE A2: DESKTOP EVALUATION TECHNICAL SCORECARD AND COMPLIANCE CHECKLIST

The form must be submitted in File 1 (Technical file), Exhibit 2

HOW THE BIDDER MUST COMPLETE THE COMPLIANCE CHECKLIST:

<table>
<thead>
<tr>
<th>Section No</th>
<th>Technical Criteria</th>
<th>Reference page in Proposal</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>Experience of the bidder</td>
<td></td>
<td>Bidder to summarise the motivation of compliance, partial compliance or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>non-compliance to the requirement.</td>
</tr>
<tr>
<td>2.1</td>
<td>Manage all reservations and bookings</td>
<td></td>
<td>Bidder to summarise the motivation of compliance, partial compliance or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>non-compliance to the requirement.</td>
</tr>
<tr>
<td>2.2</td>
<td>Manage all refunds and non-refundable airline-tickets</td>
<td></td>
<td>Bidder to summarise the motivation of compliance, partial compliance or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>non-compliance to the requirement.</td>
</tr>
<tr>
<td>Rating</td>
<td>Definition</td>
<td>Score</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Excellent</td>
<td><strong>Exceeds</strong> the requirement. Exceptional demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td><strong>Satisfies</strong> the requirement with <strong>minor additional benefits</strong>. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Acceptable</td>
<td><strong>Satisfies</strong> the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods/ services, with supporting evidence.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Minor Reservations</td>
<td>Satisfies the requirement with <strong>minor reservations</strong>. Some minor reservations of the supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Serious Reservations</td>
<td>Satisfies the requirement with <strong>major reservations</strong>. Considerable reservations of the supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Unacceptable</td>
<td><strong>Does not meet the requirement</strong>. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource &amp; quality measures required to provide the goods / services, with little or no supporting evidence.</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
The Bidders will be evaluated according to the technical evaluation criteria in the scorecard below.

Bidders must indicate their ability to do the following and to substantiate as required with supporting documentation.

**NB:** The bidders must meet the requirement of 65 to qualify for the next phase (Presentation).

<table>
<thead>
<tr>
<th>#</th>
<th>TECHNICAL EVALUATION CRITERION</th>
<th>WEIGHT</th>
<th>REFERENCE IN BID DOCUMENT</th>
<th>REFERENCE PAGE IN BIDDERS PROPOSAL</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TO BE COMPLETED BY THE TENDERING INSTITUTION</td>
<td></td>
<td>TO BE COMPLETED BY THE BIDDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESKTOP EVALUATION</td>
<td>90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>GENERAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Provide the reference letters from at least three (3) contactable existing/recent clients (within past 3 years) which are of a similar size to DEA whom we may contact for references. The letter must include: company name, contact name, address, phone number, and duration of contract, value of the travel expenditure, a brief description of the services that you provided and the level of satisfaction.</td>
<td>5</td>
<td>Section 14.3.1 (k)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>TECHNICAL EVALUATION CRITERION</td>
<td>WEIGHT</td>
<td>REFERENCE IN BID DOCUMENT</td>
<td>REFERENCE PAGE IN BIDDERS PROPOSAL</td>
<td>COMMENTS</td>
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</tr>
<tr>
<td></td>
<td><strong>RESERVATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2.1 Manage all reservations/ bookings.</td>
<td>20</td>
<td>Section 14.3.2 to 14.3.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe how all travel reservations/ bookings are handled e.g. hotel (accommodation); car rental; flights, online tool etc.</td>
<td>20</td>
<td>Section 14.3.2 to 14.3.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>This will include, without limitation, an example of a detailed complex itinerary confirmation that includes air, car, hotel, passport requirement, confirmation numbers and additional proof of competency.</td>
<td>20</td>
<td>Section 14.3.2 to 14.3.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.2 Manage group bookings.</td>
<td>5</td>
<td>Section 14.3.2 (i)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe your capabilities for handling group bookings (e.g. for meetings, conferences, events etc.). Please specify if these bookings would be done by the TMC or online tool.</td>
<td>5</td>
<td>Section 14.3.2 (i)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.3 Manage airline reservations.</td>
<td>10</td>
<td>Section 14.3.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describe in detail the process of booking the most cost-effective and practical routing for the</td>
<td>10</td>
<td>Section 14.3.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>TECHNICAL EVALUATION CRITERION</td>
<td>WEIGHT</td>
<td>REFERENCE IN BID DOCUMENT</td>
<td>REFERENCE PAGE IN BIDDER'S PROPOSAL</td>
<td>COMMENTS</td>
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</tr>
<tr>
<td></td>
<td>Traveller. (Online)</td>
<td></td>
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<tr>
<td></td>
<td>This will include, without limitation, the refund process and how you manage the unused non-refundable airline tickets, your ability to secure special airline services for traveller(s) including preferred seating, waitlist clearance, special meals, travellers with disabilities, etc.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.4</td>
<td><strong>After-hours and emergency services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The bidder must have capacity to provide reliable and consistent after hours and emergency support to traveller(s). Please provide details/ Standard Operating Procedure of your after-hour support e.g.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- how it is accessed by Travellers,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- where it is located, centralized/ regionalised, in-country (owned)/ outsourced etc.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>- is it available 24/7/365</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Reminders to DEA to process purchase orders within 24 hours to reduce queries on invoices</td>
<td>5</td>
<td>Section 14.3.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>TECHNICAL EVALUATION CRITERION</td>
<td>WEIGHT</td>
<td>REFERENCE IN BID DOCUMENT</td>
<td>REFERENCE PAGE IN BIDDERS PROPOSAL</td>
<td>COMMENTS</td>
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<tr>
<td></td>
<td>TO BE COMPLETED BY THE TENDERING INSTITUTION</td>
<td></td>
<td>TO BE COMPLETED BY THE BIDDER</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**3 COMMUNICATION**

| 3.1 | Describe how you will ensure that travel bookers are informed of the travel booking processes. Describe your communication process where the traveller, travel co-ordinator/booker and travel management company will be linked in one smooth continuous workflow. | 5 | Section 14.4 |        |

**4 FINANCIAL MANAGEMENT**

<p>| 4.1 | Describe how you will implement the negotiated rates and maximum allowable rates established either by the DEA or the National Treasury. Describe how you will manage the 30-day bill-back account facility. Describe how pre-payments will be handled where it is required for smaller Bed &amp; Breakfast /Guest House facilities. Describe how invoicing will be handled. | 10 | Section 14.5 |        |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>TECHNICAL EVALUATION CRITERION</th>
<th>WEIGHT</th>
<th>REFERENCE IN BID DOCUMENT</th>
<th>REFERENCE PAGE IN BIDDERS PROPOSAL</th>
<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>TO BE COMPLETED BY THE TENDERING INSTITUTION</td>
<td></td>
<td></td>
<td>TO BE COMPLETED BY THE BIDDER</td>
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<tr>
<td></td>
<td>including the process of rectifying discrepancies between purchase orders and invoices, supporting documentation, reconciliation of transactions and the timely provision of invoices to DEA</td>
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</tr>
<tr>
<td></td>
<td>Please describe credit card reconciliation process, timing and deliverables (if applicable).</td>
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</tr>
<tr>
<td>5</td>
<td>TECHNOLOGY, MANAGEMENT INFORMATION AND REPORTING</td>
<td>20</td>
<td>SECTION 14.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Describe the proposed booking system e.g. Global Distribution System (GDS), Online Booking Tool (OBT) or Self-Booking tool (SBT). Describe how travel consultants access and book web airfares i.e. non-GDS inventories (low cost carriers/ consolidators), and hotel web rates. Describe how you will manage data and management information such as traveller profiles, tracking of savings and missed savings, tracking of unused airline tickets, cancellation, traveller behaviour, transaction level data, etc. (refer to the detail in Section 20)</td>
<td></td>
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<tr>
<td>#</td>
<td>TECHNICAL EVALUATION CRITERION</td>
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<td>REFERENCE IN BID DOCUMENT</td>
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<td>COMMENTS</td>
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<td></td>
<td><strong>TECHNICAL EVALUATION CRITERION</strong></td>
<td><strong>WEIGHT</strong></td>
<td><strong>REFERENCE IN BID DOCUMENT</strong></td>
<td><strong>REFERENCE PAGE IN BIDDERS PROPOSAL</strong></td>
<td><strong>COMMENTS</strong></td>
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<td><strong>TO BE COMPLETED BY THE TENDERING INSTITUTION</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>TO BE COMPLETED BY THE BIDDER</strong></td>
</tr>
<tr>
<td>14.6.6)</td>
<td>Give actual examples of standard reports that you currently have available. Give an indication if reports can be customised. Provide a description of all technology and reporting products proposed for DEA. Can the TMC comply with the DEA’s monthly reporting requirement as prescribed by National Treasury? See Monthly Reporting Template prescribed by National Treasury Instruction No 3 of 2016/17. Describe the compatibility of your online solution to fully integrate into DEA’s ERP. Indicate the turnaround time to complete this process and a breakdown of the expected cost that will be associated with it (in case DEA decide to integrate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>ACCOUNT MANAGEMENT</strong></td>
<td><strong>WEIGHT</strong></td>
<td>SECTION 14.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1</td>
<td>Provide the proposed Account Management structure / organogram. Describe what quality control procedures/</td>
<td>5</td>
<td>Section 14.7.1 and 14.7.2 Section 14.7.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>TECHNICAL EVALUATION CRITERION</td>
<td>WEIGHT</td>
<td>REFERENCE IN BID DOCUMENT</td>
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<td>processes you have in place to ensure that your clients receive consistent quality service. Describe how queries, requests, changes and cancellations will be handled. What is your mitigation and issue resolution process? Please provide a detailed response indicating performance standards with respect to resolving service issues. Complaint handling procedure must be submitted. What is in place to ensure that the DEA’s travel Policy is enforced. How will you manage the service levels in the SLA and how will you go about doing customer satisfaction surveys? Indicate what workshops/training will be provided to Travellers and/or Travel Bookers.</td>
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<td>Section 14.7.4</td>
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<td>Section 14.8</td>
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7.1 Please provide information on any value-added services your company can offer.
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<th>#</th>
<th>TECHNICAL EVALUATION CRITERION</th>
<th>WEIGHT</th>
<th>REFERENCE IN BID DOCUMENT</th>
<th>REFERENCE PAGE IN BIDDERS PROPOSAL</th>
<th>COMMENTS</th>
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<td>TO BE COMPLETED BY THE TENDERING INSTITUTION</td>
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<td>TO BE COMPLETED BY THE BIDDER</td>
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<td>PRESENTATION (SHORTLISTED COMPANIES ONLY)</td>
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**Part A**: presentation must not exceed 20 minutes
- Summary of the proposal
- Value added Services - Provide information on any value-added services that can be offered to DEA.
- Cost saving strategy - Describe and provide examples of cost savings initiatives implemented and achieved at previous clients. Indicate what items were targeted for maximum cost savings results
- How the TMC will assist with improving traveller behaviour.
- Reference checks
- Q&A on technical submission.
BIDDER DECLARATION (Section 22)

The bidders hereby declare the following:

We confirm that _____________________(Bidder’s Name) will: –

a. Act honestly, fairly, and with due skill, care and diligence, in the interests of DEA;
b. Employ effectively the resources, procedures and appropriate technological systems for the proper performance of the services;
c. Act with circumspection and treat DEA fairly in a situation of conflicting interests;
d. Comply with all applicable statutory or common law requirements applicable to the conduct of business;
e. Make adequate disclosures of relevant material information including disclosures of actual or potential own interests, in relation to dealings with DEA;
f. Avoid fraudulent and misleading advertising, canvassing and marketing;
g. Conduct business activities with transparency and consistently uphold the interests and needs of DEA as a client before any other consideration; and
h. Ensure that any information acquired by the bidder(s) from DEA will not be used or disclosed unless the written consent of the client has been obtained to do so.

Signature___________________________________________ Date _______________________

Print Name of Signatory:________________________________
Designation: _________________________________________

FOR AND ON BEHALF OF: ________________________________ (Bidding Company’s Name)
GOVERNMENT PROCUREMENT:
GENERAL CONDITIONS OF CONTRACT

July 2010
NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.

- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.
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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:

1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.

1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the
1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such
obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser’s country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier’s or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier’s performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or
analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser’s personnel, at the supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:
   (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
   (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser’s specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take
such remedial action as may be necessary, at the supplier’s risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser’s request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser’s prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier’s performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier’s notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier’s time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the
supplier’s point of supply is not situated at or near the place where the supplies are required, or the supplier’s services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier’s expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
(b) if the Supplier fails to perform any other obligation(s) under the contract; or
(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any
person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
(i) the name and address of the supplier and / or person restricted by the purchaser;
(ii) the date of commencement of the restriction
(iii) the period of restriction; and
(iv) the reasons for the restriction.

These details will be loaded in the National Treasury’s central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person’s name be endorsed on the Register for Tender Defaulters. When a person’s name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which
may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language
29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law
30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices
31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties
32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser’s country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme
33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices
34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.
The Director General

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that no additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Please ensure information is validate as per required bank screens.

I/we understand that bank details provided should be exactly as per record held by the banks.

I/we understand that the Department will not held liable for any delayed payments as a result of incorrect information supplied.

<table>
<thead>
<tr>
<th>Company / Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Name</td>
</tr>
<tr>
<td>Trading Name</td>
</tr>
<tr>
<td>Tax Number</td>
</tr>
<tr>
<td>VAT Number</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Initials:</td>
</tr>
<tr>
<td>Full Names</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>Persal Number</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>(Compulsory if Supplier)</td>
</tr>
<tr>
<td>Physical</td>
</tr>
<tr>
<td>Postal</td>
</tr>
<tr>
<td>Postal Code</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>New Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Supplier information</td>
</tr>
</tbody>
</table>

Supplier Type:

- Individual
- Department
- Partnership
- Company
- Trust
- Other (Specify)

Department Number
**Supplier Account Details**

(Please note that this account MUST be in the name of the supplier. No 3rd party payments allowed).

<table>
<thead>
<tr>
<th>Account Name</th>
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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>Account Number</th>
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<table>
<thead>
<tr>
<th>Branch Name</th>
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<table>
<thead>
<tr>
<th>Branch Number</th>
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</table>

**Bank screen info**

- **ABSA**-CIF screen
- **FNB**-Hogans system on the CIS4/CUPR
- **STD** Bank-Look-up-screen
- **Nedbank**- Banking Platform under the Client Details Tab

**Account Type**

- [ ] Cheque Account
- [ ] Savings Account
- [ ] Transmission Account
- [ ] Bond Account
- [ ] Other (Please Specify)

<table>
<thead>
<tr>
<th>ID Number</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Passport Number</th>
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<table>
<thead>
<tr>
<th>Company Registration Number</th>
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<tbody>
<tr>
<td>/</td>
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<table>
<thead>
<tr>
<th>*CC Registration</th>
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<tbody>
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*Please include CC/CK where applicable*

**Supplier Contact Details**

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<thead>
<tr>
<th>Business</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Area Code</th>
<th>Telephone Number</th>
<th>Extension</th>
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<table>
<thead>
<tr>
<th>Home</th>
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<table>
<thead>
<tr>
<th>Area Code</th>
<th>Telephone Number</th>
<th>Extension</th>
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<table>
<thead>
<tr>
<th>Fax</th>
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</table>

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Fax Number</th>
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<table>
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<tr>
<th>Cell</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Cell Number</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
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</table>

<table>
<thead>
<tr>
<th>Contact Person:</th>
<th></th>
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<tbody>
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<td></td>
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</tbody>
</table>

**Supplier Signature**

**Print Name**

<table>
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<th>/</th>
<th>/</th>
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</thead>
</table>

**Date (dd/mm/yyyy)**

**NB:** All relevant fields must be completed